Data Collection Guidebook
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Introduction

The WDE106 District General Fund Cash Flow Report is the official collection completed by school districts who wish to be considered for an advanced loan payment. Pursuant to W.S. 21-13-313(g), as a condition of receiving advanced payment from the School Foundation Account, districts subject to recapture or any district who’s entitlement amount is equal to or less than 20% of their guarantee shall demonstrate financial need as documented by cash flow analysis. All recapture districts, regardless of their request for payment from the School Foundation Account, shall submit to the Wyoming Department of Education (WDE), a cash flow analysis detailing district monthly expenditures and revenues during the reporting period. The data reported on the WDE106 provides documentation of the cash flow analysis done to determine districts eligible to receive the loan and their amount.

The WDE Finance Unit and the Department of Audit review the WDE106 to ensure correctness in reporting and perform a crosscheck with the other School Foundation forms in an effort to ensure consistency in the district’s data. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. The WDE106 collection is meant to be used by WDE and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE106 data collection. District staff will be able to review and edit data before certifying the WDE106 collection. The WDE106 will be collected through the Data Collection Suite (DCS) system. Questions regarding the WDE106 should be directed to:

- Trystin Green at (307-777-6206) or trystin.green@wyo.gov

School Districts are required to submit a variety of data collections each year. The data collected by the WDE is critical and essential to the continual growth of Wyoming’s education system. Data are utilized in an array of fashions.

WDE106 Authority

There are several authorities that allow the WDE to collect data for the WDE106 collection. The different authorities are listed below:

- Wyoming Statute § 21-13-313(g)
- Wyoming Statute § 21-13-316(a)
- Wyoming Statute § 21-13-309
- Wyoming Statute § 21-13-102(b)
- 2011, Wyo. Sess. Laws, Ch. 185, Sec. 1.
Collection Schedule

The WDE106 will open July 1, 2017 and is due by August 14, 2017.

WDE106 Revenue and Expense Coding

Continue reporting Foundation Loan revenues as:

01 / 83191 / Target / Amount

Repayment of loan principal will be coded as a reduction of revenue:

01 / 83191 / Target / Negative Amount

Instructions

The WDE106 is submitted to WDE for reimbursement by completing and uploading the WDE106 Excel form through the WDE Data Collection Suite (DCS). To complete this process follow these steps:

A. Accessing the WDE106 Collection Excel Form

2. Click DATA & REPORTING and select Data Collection Suite-Forms Inventory.
3. Click the carrot next to WDE106 to expand it allowing you to access the information.
4. Click the Documents tab and then WDE106 to retrieve your excel form.
5. Complete the required fields and save the form.

B. Completing the WDE106 Excel Form

Cash Flow Tab

- District ID – Select your district from the dropdown list.
- Name, Phone, Email – Enter the name, phone number and email address for the person completing the report.
- FY2018 Guarantee – Enter the FY2018 Foundation Guarantee amount from the WDE100A. Amounts must match the most current FY2018 WDE100A submission. **(This is a required field and must be completed.)**
- FY2018 Entitlement/ (Recapture) – Enter the FY2018 Foundation Entitlement/ (Recapture) amount from the WDE100A. Amounts must match the most current FY2018 WDE100A submission. **(This is a required field and must be completed.)**
  - Enter recapture amounts as a negative.
- Amount Requested - Enter the dollar amount for the advanced payment requested; not to exceed 20% of the district guarantee. **(This is a required field and must be completed.)**
- Beginning General Fund Cash Balance - July's General Fund beginning cash balance as reported in the district's general ledger. **(This is a required field and must be completed.)**
• Revenues from County Treasurer(s) – Enter revenues received from the County Treasurer.
• Foundation Entitlement Payments – Enter entitlement payments received from the School Foundation Account (if applicable).
• Foundation Recapture Payments – Enter Foundation recapture payments (if applicable).
• Other State Revenues – Enter general fund revenues received from state sources (i.e. tax shortfall, cooperative services, WDE109 payments, etc.).
• Other Revenues – Enter any other revenues received not classified in the categories above.
• Transfers In/ Repayments From Other Funds – Enter transfers in/ repayments from other funds.
• Accounts Payable – Enter disbursements for accounts payable.
• Payroll – Enter disbursements for payroll.
• Transfers to Other Funds – Enter transfers out to other funds.
• Misc. Expenditures – Enter miscellaneous expenditures not classified in previous sections.
• School Foundation Loan – Enter loan amounts received from the School Foundation Account.
• School Foundation Loan Repayment – Enter School Foundation Loan repayments.
• Interest Paid on School Foundation Loan – Enter interest paid on School Foundation Loan balance held after December 15th.
• Other Loan(s) – Enter loan amounts received from sources other than the School Foundation Account.
• Other Loan Principal Payments – Enter principal payments on other loans.
• Other Loan Interest Payments – Enter interest payments on other loans.

Narrative Tab

• Narrative – Provide a brief explanation for the advance payment request. (This is a required field and must be completed.)
C. Accessing DCS to Upload the WDE106
2. Click DATA & REPORTING and select Data Collection Suite-Forms Inventory.
3. Click the Data Submission Log In button.

4. Click the Uploads button. After clicking the uploads button you will be prompted to sign in using your Fusion username and password.

5. Enter your Fusion User name and Password in dialog box that pops up and click Sign In.
Note: If you do not have access to Fusion, please see your Fusion Administrator.


7. For **File Role in Submission**, select **WDE106**.
8. Click the **Select** button to find your saved excel file.
9. Click **Upload File**.

Note: Under Previous Submissions, on the right hand side of the screen, you will see all submissions for your district. You can download any submission from this tab by clicking on that submission.

10. Click the **Validation Report** button to see your errors.
11. Review and correct errors until submission is valid and no errors are shown.
   a. To do this you will need to make your corrections to your excel form and go through the upload process again.
12. Once your submission is valid, the **Certify** button will appear, click it to start the submission of your report to WDE.

13. Click **Certify** again to complete the submission of your report.
Downloading, Saving and Printing the WDE106

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Through the DCS submissions tab, you will see all submissions for the WDE106. There are two types of statuses: Editing and Certified. The Editing submission is the one you are working on. The Certified submission is highlighted in green and is the final report submitted to WDE. The Certified submission is the one you should download and save. You can download any report in this list and save or print it at any time.

A. Accessing the Submissions Log
1. Click the Submissions tab.

3. Click the Download button by the submission you wish to download.

4. The following notification will be displayed on the bottom of the screen. Select either Open or Save the form.
About DCS

A. Logging Out
You can login and logout at any time. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you simply close the web browser or click the logout button.

B. Home Button
1. This is a button. Click the Home button to return to the main DCS page.

C. Support
The Support page has many useful videos, tools, links and information that can help you. Click the Support button on the black navigation bar to go to the Support page.
Clicking the **Collection Summary** link provides you with a list of reports that are open and the status of that report. Clicking the **Download** button allows you to retrieve your reports.

![Collection Submissions Summary](image)

**WDE106 DCS Roles**

The following table outlines what each role is allowed to do in the form.

<table>
<thead>
<tr>
<th>Role</th>
<th>Edit</th>
<th>Validate</th>
<th>Certify</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDE106 Read</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE106 Edit</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE106 Certify</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To see what roles are assigned to you follow these steps:
1. Go to the **Support** page.
2. On the right hand side of the screen, under **Support Resources**, click the green label called **Current User Profile**.

![User Identity Claims](image)
Frequently Asked Questions

1. When can I expect to receive the loan?
   a. Payments shall be made to districts by September 1st.

2. When do I have to pay the loan back?
   a. Loans need to be paid in full by December 15th.

3. Which year’s WDE100A do I use?
   a. You need to use the most current WDE100A submitted for the fiscal year you are receiving the loan in to determine if you qualify for a loan.
      i. Example: Use FY2018 WDE100A for the loan you will receive on September 1, 2017.

4. Who do I contact with WDE106 questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

5. Who do I contact with submission questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

6. Who do I contact with questions regarding the advanced payment loan?
   a. Contact Jed Cicarelli at 307-777-5808 or jed.cicarelli@wyo.gov.

7. Who do I contact regarding Usernames and Passwords?
   a. Contact your district’s fusion administrator.
   b. If further help is needed you may contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.